Program Description/Textbook or Print Instructional Material

Vendor:__Thomson Learning/South-Western__ Web Address:__www.course.com_____

Title: ___Growing with Technology Level 5_____

Author: __Shelly/Cashman_____ Copyright: _____2003_____

ISBN: _____0-7895-6847-0_ Course/Content Area:__Vocational and Career Education; Business
                                                                     Program;Touch Keyboarding for 4-6

Intended Grade or Level: _____4-6_____ Readability Level:____4.3 (Flesch Kincaid)_____

List Price: ___43.95_____ Lowest Wholesale Price: _____32.25_____

All materials bid as of July 1, 2003 must be offered in an alternative format for students who require reading accommodations. A description of the levels of accommodation is included on p. 8-9 of this bid packet. The Kentucky Department of Education must receive a copy of the alternative format if the material is placed on the State Multiple List.

Level of Accomodations (Level One, Two or Three)_____ Level Three_____

If Level Two or Three, please provide rationale for not meeting Level One Compliance__ It is not financially feasible for our products to meet Level One at this time.

FEATURES

DISCLAIMER: The features of each book or program were developed by the publisher and do not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

Content
- The series' cast of characters visually engages young learners while introducing valuable technology skills. Students will follow one character's journey through each level, making it fun for them to learn the concepts presented.
- Comprehensive teacher's material helps minimize time spent on class preparation and organization through already created lesson plans, integration tips, additional exercises, troubleshooting tips, software recommendations and solution files.
- The technology presented is software and version generic so the books can easily be adapted into any classroom environment.
- Each book builds on the previous, so concepts are reviewed and reinforced at every level. This allows students to be introduced to concepts and techniques multiple times, taking them a further every time ensuring retention.
- Apply Your Knowledge activities at the end of every chapter reinforce what was learned through group and on-your-own exercises, while assessment rubrics quickly assess student's current level and progress.

Student Experiences
- Student lessons combine basic computer and technology concepts with hands-on step-by-step activities. Students are introduced to basic computer literacy concepts while acquiring common problem solving skills.

Assessment
Preparing today's children for tomorrow's technology! The computing fundamentals program designed to prepare elementary students for a future using technology.

Organization
Chapter 1: Computer Foundations
Chapter 2: Getting Started with Keyboarding
Chapter 3: Creating Documents with a Word Processor
Chapter 4: Networks and the Internet
Chapter 5: Creating Graphics
Chapter 6: Working with Presentation Graphics Software
Chapter 7: Working with Spreadsheets
Chapter 8: Working with Databases

Resource Materials
Gratis Items To Be Provided And Under What Conditions
Teacher's CD (0-619-20009-X) Free I per teacher

Available Ancillary Materials

RESEARCH DATA AND EVIDENCE OF EFFECTIVENESS

DISCLAIMER: The research data and evidence of effectiveness was provided by the publisher and does not reflect the opinion of the State Review Team, State Textbook Commission, nor the Kentucky Department of Education.

*NOTE: Please complete this section by indicating the research data and evidence of effectiveness or give a web site where the information is located. If there is no research data and evidence of effectiveness, please indicate **"not available"** in the space.*

Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business

Title: Growing with Technology, Level 5 (ISBN: 789568470). Not on textbook list but included with textbooks.	
Publisher: Thomson Learning/Course Technology	
Item Evaluated: Textbook	
Copyright Date: 2003	**Evaluator: Donna R. Everett**
Content Level: 4-6	**Date of Evaluation: July 30, 2003**

Level of Alternative Format	Level 1 – Full Compliance	Level 2 – Provisional Compliance	Level 3 – Marginal Compliance
This section completed by Exceptional Children Services			

Overall Strengths and/or Weaknesses

Disclaimer: Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the review team's comments, editing was limited to spelling and punctuation.

Recommendations:
X Recommended by reviewers to State Textbook Commission as a **basal** textbook program.
☐ Recommended by reviewers to State Textbook Commission as a **supplemental** textbook.
☐ Not recommended by reviewers to State Textbook Commission as a basal textbook or program.

Publisher's Explanation of Reviewer's Comments: By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.

Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business

Title: Growing with Technology, Level 5	Publisher: Thomson Learning/Course Technology

Technology Management Summary Data:	20 possible points	_____20_____ points earned

Technology Management Comments:

Technology Presentation/Interface Summary Data:	40 possible points	_____36_____ points earned

Technology Presentation/Interface Comments:

Content Summary Data:	44 possible points	_____5_____ points earned

Content Comments:

Instruction & Assessment Summary Data	52 possible points	_____28_____ points earned

Instruction & Assessment Comments:

Organization & Structure Summary Data	36 possible points	_____31_____ points earned

Organization & Structure Comments:

Resource Material Summary Data	40 possible points	_____34_____ points earned

Resource Material Comments:

Group V - Career /Technical & Vocational/Practical Living
Electronic Instructional Media Review Form
Stand Alone/Independent or Integrated Software for Business

Equipment (circle or change fill color)
Windows
Macintosh
CD-ROM
DVD
Sound
Other

If other, explain

Grade Level (circle or change fill color)
Primary
Intermediate
Middle
High

Audience (circle or change fill color)
Individual
Small Group
Large Group

Format (circle or change fill color)
Stand Alone/Independent
Integrated
Supplemental
In lieu of basal test

Cost _____

_____single copy	_____site license
_____network version	_____school version
____lab pack of ___ copies	_____online

Type of Software: Check all that apply	_____Simulation	__x___Management	_____Interdisciplinary	_____Problem Solving	__x__ Tutorial
___x__ Exploratory	_____Creativity	____Drill and Practice	_____Critical Thinking	_____Utility	___x__Tests

Rating Scale:	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	4
Allows students to exit and resume at a later time.	4
Keeps a student's performance record, where needed.	4
Allows control of various aspects of the software (e.g., turning sound off).	4
Allows for printed reports.	4
Comments:	20

Presentation/Interface	Rating
Presents material in an organized manner.	4
Has consistent, easy-to-use, on-screen instructions.	4
Has developmentally correct presentation format.	2
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	3
Accessible for special needs students.	3
Runs smoothly, without long delays.	4
Presents easy-to-view text and graphics.	4
Presents easy-to-hear and understand sounds.	4
Avoids unnecessary screens, sounds, and graphics.	4
Provides immediate, appropriate feedback.	4
Comments:	36

Content—Business	Rating
Career Experiences	0
Employability Skills	0
Teamwork	0
Global Perspective	0
Mathematical Skills	0
Communication	0
Diversity	0
Ethical Practices	0
Academic Integration	0
Real World Application	**4**
Content Area Concepts Addressed	1
Comments: **The CD is very entertaining; however, keyboarding techniques are not stressed and introduction of keys is poor.**	**5**

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment	Rating
Identifies a Sense of Purpose	4
Builds on Student Ideals	0
Engages Students	4
Develops Business Ideas	0
Promotes Student Thinking	2
Assesses Student Progress: **ExamView Pro included on teacher's resource CD. Rubrics also are included on the CD.**	4
Enhances The Learning Environment	3
Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.	3
Commonwealth Accountability Testing System (CATS) "like" Assessment is provided	0
Variety of assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included.	2
Includes activities and opportunities for integration of technology.	4
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations): **Poor keyboarding techniques**	1
Differentiation techniques and activities suggested.	1
Comments: **Teacher's manuals on CD include detailed lesson plans for each chapter. Use the textbook course site carefully.**	**28**

Rating Scale:	3 – Some potential for learning	1 - Not present
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable

Organization and Structure	Rating
Organization is logical and allows for spiraling of content. **Technique instruction is tentative.**	3
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	4
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.	4
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).	3
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	4
Student materials seem durable and conducive to daily use.	4
Includes sufficient glossary, index and appendices.	3
Employs accurate grammar and spelling	4
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	2
Comments: **Keyboarding instruction in textbook is good. However, technique instruction and reinforcement on the teacher's CD is questionable.**	**31**

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)	4
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.	4
Extension activities including adaptations and accommodations for students with special needs.	3
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides)	4
Suggestions are made for integration of themes and /or interdisciplinary instruction.	4
Integration opportunities suggested and examples given.	4
Teacher resources are available online.	4
Online resources available – Repeat of information in text.	3
Online resources available – Practice skills only.	4
Online resources available – New application materials.	0
Comments: **Colorful, intriguing book. Online materials may not reinforce correct keyboarding techniques.**	**34**

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable